

Claims will be processed at once. Please allow 4 - 6 weeks for receipt of reimbursement check.

Please bring all paperwork and receipts, printed and filled out with you to Visit Day.

If you are unable to bring all paperwork, please address claims, *within two weeks* of the date of your visit, to:

Graduate Staff
EECS Center for Student Affairs
205 Cory Hall, MC1770
Berkeley, CA 94720-1770

Guidelines For Submitting A Travel Claim

Please read the following guidelines before filling out and submitting your travel claim form. *Claims accompanied by inappropriate or incomplete receipts will not be reimbursed.* All designated receipts for hotel, airfare and rental car, must have the name of the person requesting the reimbursement.

Airfare

Submit original **paid** receipts. There must be proof of payment on the submitted document. Reservations and itineraries do not necessarily show proof of payment. Please view the non-US citizen section below if you not a US citizen.

Lodging

All students will be offered a host graduate student to stay with, or a pre-paid hotel. There is no reimbursement for lodging.

Personal Car

The cost for personal vehicle usage cannot exceed the cost of an advance fare round trip airfare. You must provide **proof of insurance** and reimbursement is .51 cents per mile.

Car Rental

If the rental vehicle is used in lieu of airfare travel to arrive at Berkeley, the cost for rental vehicle usage cannot exceed the cost of an advance fare, round trip airfare. **Submit original invoice.**

Meals

All meals will be provided while you are in Berkeley. We cannot reimburse you for meals purchased on your own.

Non-US Citizens

Must submit a copy of your current **I-94**, a **UC W8-BEN Form** and a **Certificate of Academic Activity** with your travel reimbursement request. **Canadians** and **Mexican** citizens **must** have a visa to be eligible for travel money. **Only** the following visa types are eligible for travel money:

J1	H1
B1	F1
WB	B2

Notes

- Two or more candidates who are visiting together **may not** request splitting the cost of lodging, any form of transportation, or meals.
- Local travel must be more than 50 miles from home to claim food/lodging reimbursement.
- If you have any questions regarding the above, please contact Graduate Staff at (510) 642-3068 or hernan@eecs.berkeley.edu.